

DOE Budget Results Council (BRC) Training Survey

Please name a point of contact who is familiar with your financial management training materials and needs:

Financial Training Point of Contact:

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1. Please list any budget/accounting/finance training materials and/or courses that **you have developed** and used in the last three to five years.

Title

Format (manual, cd-rom, etc.)

May 1998 – August 1999 Numerous courses in support of <i>implementing our ERP</i> (PeopleSoft Financials & HRIS, PassPort supply chain) See attached files for more detail: <ul style="list-style-type: none">• Summary Trng Schedule – Impl.doc• Summary Trng Schedule – Ops.doc	Delivery method: Instructor-led by in-house subject matter expert Materials format: Mostly PowerPoint, some Word & Excel (all files are still in existence and available for sharing)
December 1999 – present Lunch-n-Learns (computer <i>desktop skills</i> and tips)	Delivery method: Instructor-led by volunteer, in-house subject matter experts Online live demonstration Round-table discussion Materials format: Note-taking handout (Excel)

<p>June– August 2000 and March – June 2001</p> <p><i>Leadership/Professional Development:</i></p> <p>Myers-Briggs Type Indicator (<i>MBTI</i>)</p> <p>Introductory Workshops (intro to personality type preferences/differences)</p>	<p>Delivery method:</p> <p>Instructor-led by in-house subject matter expert</p> <p>Materials format:</p> <p>Hard copy handouts, ordered from Consulting Psychologists Press (CPP)</p>
<p>January 2001 – May 2001</p> <p><i>Business Management System (BMS) – Financials</i> (more ERP training...now that we've been in production over two years) – training content developed jointly by a vendor and in-house subject matter experts (SMEs)</p>	<p>Delivery method:</p> <p>Instructor-led – jointly taught by vendor and in-house SME</p> <p>Materials format:</p> <p>Mostly PowerPoint, some Word & Excel (all files are available for sharing)</p>
<p>Third Quarter 2001</p> <p><i>Business Process Mapping / Flow Charting</i> (in development)</p>	<p>Delivery method: Instructor-led</p> <p>Materials format: tbd</p>
<p>Third Quarter 2001</p> <p><i>Variance Analysis Reporting</i> (in development)</p>	<p>Delivery method: Instructor-led. Intend to make available electronically (web) after initial course offering</p> <p>Materials format: tbd</p>

What budget/finance/accounting training do you feel are your biggest needs?

These results are according to a Needs Analysis conducted within the Fluor Hanford Finance Department in December 1999. Please note the audience surveyed was accountant-types only (not budgeting personnel). Although we made great strides during FY 2000 in elevating our Department members' desktop computer skills, we believe the rest of the results below are still valid and are continuing to provide training & development resources in these areas.

1. Process improvement – process improvement tools/skills such as business process mapping (flow charting), facilitation skills, and how to develop performance measures
2. Computer systems - desktop computer skills, ERP skills, and how to use various reporting tools
3. Professional Development – specifically leadership skills (giving/receiving feedback, etc.), but professional development for general membership as well (resume writing, etc.)

1. Have you used any outside sources for financial training? If so, please list any financial management training courses (budgeting, accounting, etc.) you would recommend to others in the DOE financial community. (Also include any non-finance classes that you found to be very good!)

Course Title:

Vendor

Cost Accounting Standards (CAS)	Ernst & Young, LLP Instructor: Louis Rosen
Leadership & Organization Development	Y.E.S. Consulting, Cheryl Spears, http://64.176.190.252/
Leadership & Professional Development	SkillSoft Web-based e-learning we are able to access for free through our parent corporation. SkillSoft is a third-party provider
Desktop Computer Skills	NETg SkillVantage Web-based e-learning we are able to access for free through our parent corporation. NETg is a third-party provider

RETURN COMPLETED SURVEY by February 7, 2001 TO:

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